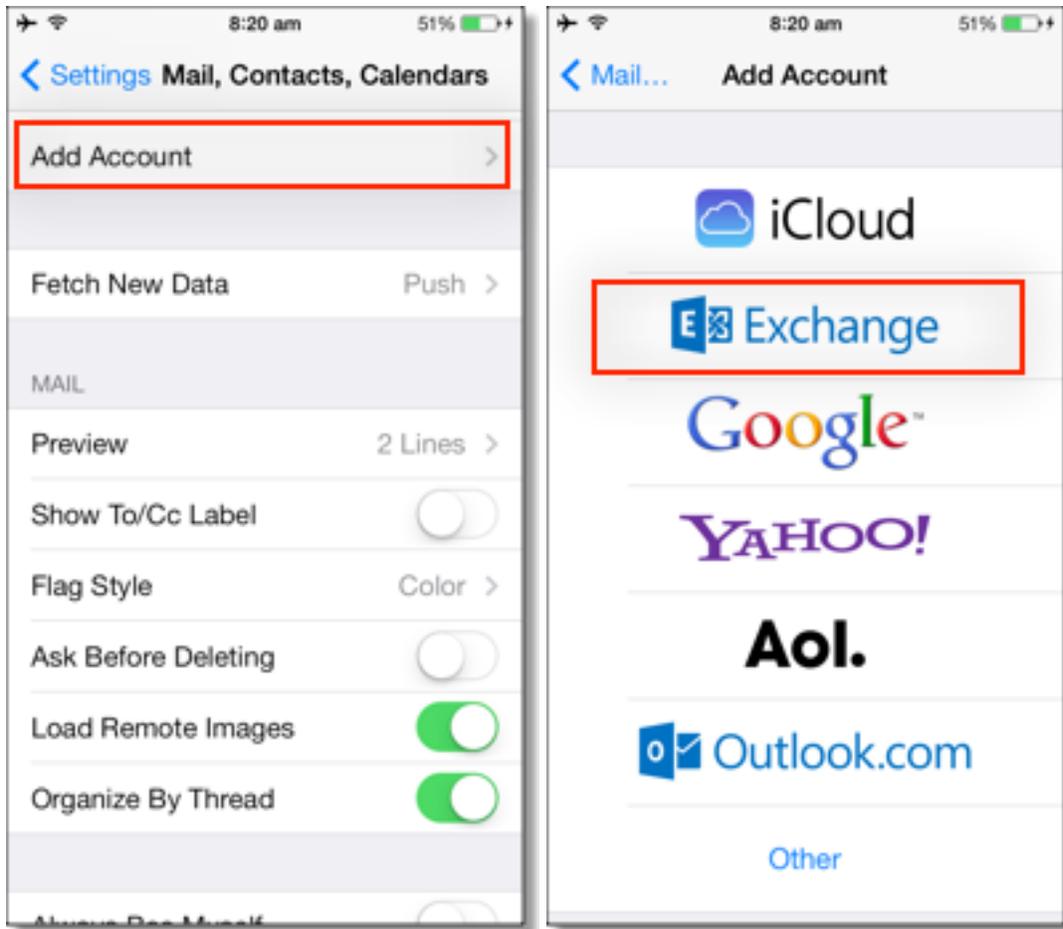# Adding new E-mail Account to iPhone or iPad:

Getting Started

1. On your device's home screen, open the **Settings** application.

2. Tap **Mail, Contacts, Calendars**.

3. Tap **Add Account**.

4. Tap **Exchange**. iOS 4.0+ allows multiple Exchange accounts. However, if you're on a device that doesn't let you add a second account, you could also use IMAP to sync Gmail, CalDAV to sync Google Calendar, and CardDAV to sync contacts.

5. Enter your full Google Apps email address in the **Email** field and password in the **Password** field and tap **Next**.

6. In the **Server** field, enter **m.google.com** as your server address. Note: To access m.google.com, set the language to **English (US)**.

7. Leave the **Domain** field blank.

8. In the **Username** field, enter your full Google Apps email address.

9. Your password should already be in the **Password** field from step 5. If it's not, enter your Google Apps password in the **Password** field. Tap **Next**.

10. Notes about passwords

11.
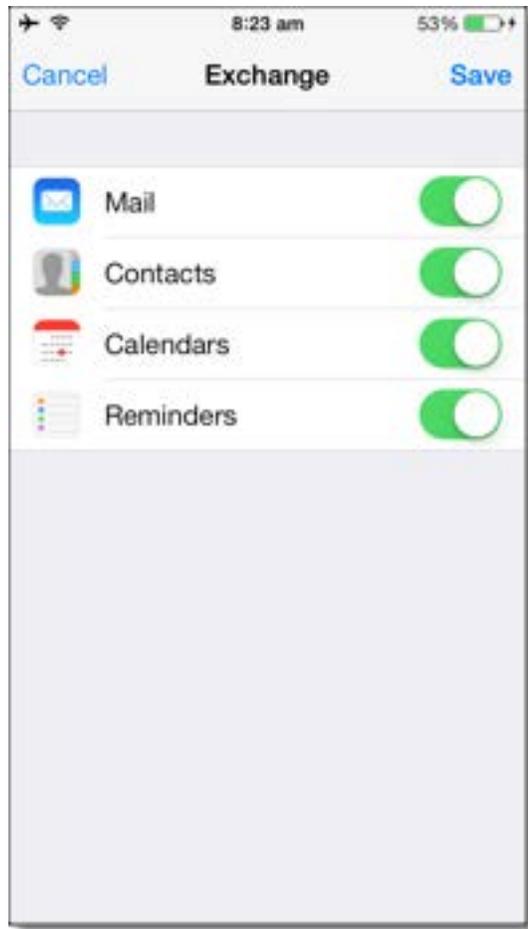
12. Select the Google services you want to sync, such as Mail, Contacts, and Calendars and tap **Save**. To receive and respond to meeting requests on your device, you need to turn on both **Mail** and **Calendar** and **New events** in your Google Calendar settings. See below for more information.

Congrats! You've set up Google Sync!

Synchronization will begin automatically if you have Push enabled on your device. You can also open the Mail, Calendar, or Contacts app and wait a few seconds to start a sync. Note that if you've recently signed up for Google Apps for Business, Education, or Government, it can take a few hours (up to 24) before you're able to sync with your mobile device.

Customize your Mail, Calendar, and Contact settings

To enable 'New events', sign in to your Google Calendar using the web browser on your phone or computer. Sign in to Google Calendar with your account and go to **Calendar Settings > Calendars >** Click on the **Notifications** for the calendar you want to sync. Under **Email** check 'New events' (and any of

the other Invitation settings you want enabled e.g. changed events, cancelled events, event responses), and click **Save**.